

Use this form to:

- Request pre-requisite waiver.
- *Drop after the "drop with W" deadline.
- *Request to change permitted credits per semester/session.
- Request to increase or decrease registered research credits.
- Add or drop a class or research after the enrolment deadline.

Policy:

A course may be added through the portal during the first two weeks of the semester. Students may add courses after the second week with the permission of the academic advisor and course instructor. Instructors have the right to refuse admission to students if the instructor feels that students will not have the time to sufficiently master the material due to adding the course late. This form is also used for students requesting permission to waive prerequisites for a course or requesting dean's approval to register above the maximum number of credits per semester/session.

A course may be dropped without penalty before the last day to drop a class without a W grade as per the [Academic Calendar](#), but students must ensure they maintain full time registration for the semester/session. Between the last day to drop without a W and the last day to drop with a W, students can drop a course or drop below 12.0 credits with the approval of the instructor, academic advisor, and the dean. After the last day to drop with a W, courses may be dropped only under exceptional circumstances. Students should note that dropping courses may delay graduation and this will be taken into consideration by the program when reviewing course drop requests.

For more information, please check the [Program Guide](#) on the Registrar's website.

Instructions: Complete sections **A, B** and send to your GPC or RegistrarForms@kaust.edu.sa for further processing.

Section A: Student information

Student Name _____ KAUST ID _____

Program _____ (e.g. AMCS) Degree/_____ (e.g. M.Sc./Ph.D.) Semester _____ Year _____

Student's signature _____ Date _____ (DD-MMM-YYYY)

Reason: please choose one or more of the following and clarify further in the comments section

- | | | |
|--|--|--|
| <input type="checkbox"/> Technical issues | <input type="checkbox"/> Pre-requisite waiver | <input type="checkbox"/> Drop with W |
| <input type="checkbox"/> Drop below minimum permitted credits | <input type="checkbox"/> Add above maximum permitted credits | <input type="checkbox"/> Change research credits |
| <input type="checkbox"/> Drop after the "drop with W" deadline | | |

Additional comments:

Section B: Add/Drop details

I would like to **add** the following Course/Research code (e.g. AMCS 201/ErSE 299)

Course/Research code	Credit value	Instructor name	Instructor signature
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

I would like to **drop** the following Course/Research code (e.g. AMCS 201/ErSE 299)

Course/Research code	Credit value	Instructor name	Instructor signature
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

New total number of credits after the above change _____ Credits

Section C: Official use

	Signature	Date
Academic Advisor name _____ Approved Yes <input type="radio"/> No <input type="radio"/>	_____	_____
Graduate Program Coordinator _____	_____	_____
*Dean (or designee) _____ Approved: Yes <input type="radio"/> No <input type="radio"/>	_____	_____